

Records Maintenance Checklist

YES NO

Equipment and Space

1. Do you have a space problem?
2. Did you consider the potential volume and rate of growth in assigning space for your records?
3. Is your filing area free of unnecessary office furniture, filing cabinets, and other obstacles?
4. Is your office equipped with an automatic sprinkler system?
5. Does your office have an automatic fire alarm system?
6. Is the natural lighting or artificial lighting in your filing area 50 foot candles or higher?
7. Will your floor loading capacity accommodate additional filing equipment?
8. Is there a central point of review of all requisitions for filing equipment?
9. Are letter-size safes used where appropriate?
10. Is only classified material stored in safes?
11. Would mechanized or automatic filing equipment increase efficiency to the extent that some personnel could be assigned to other duties?
12. Are annual filing equipment inventories reported to the Agency Records Officer?

Files Maintenance

1. Are your administrative records filed in accordance with the Agency Subject Numeric Filing Manual
2. Do you follow the loose filing technique, (filing papers chronologically within the folder and omitting the fastener)?
3. Are your records conveniently located to all elements using them?
4. Have you designated Official filing stations throughout your office and have these stations been formally designated by memorandum?

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YES NO

5. Have you made an effort to discourage the maintenance of unofficial files?
6. Have you eliminate<sup>d</sup> preparation of needless duplicate copies?
7. Are convenience files destroyed regularly?
8. Do you screen your files for dead-wood and inactive material?
9. Can information on a particular subject be assembled quickly from different file locations?
10. Do you limit withdrawal and refiling of records to authorized personnel?
11. Do you use a charge out system?
12. Does your file adequately document the activities of your office?
13. Can your records be inventoried readily?
14. Are the technical or substantive files of the office maintained in a manner that permits "cut off" periodically?
15. Do you use the standard 11 point Kraft, straight cut file folder?